

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Amphitheater Runner (PT non-benefitted)	<u>Revision Date:</u>	04/16
		<u>EEO Category:</u>	Service-Maint.
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	55783

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Venue Manager, perform errands for some amphitheater touring concerts. Job requires excellent driving skills and knowledge of Sandy City and surrounding areas.

III. Essential Duties:

- Purchases and delivers various items for show personnel.
- May drive show personnel to and from hotel.
- Responsible for keeping track of money and receipts for items bought.
- Settle cash with tour manager at the end of the day.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Related experience in the concert industry preferred.

Certifications/Licenses: Requires a valid Utah driver's license.

Knowledge of: Sandy City and surrounding areas.

Responsibility for: Moderate responsibility for the care, condition, and use of City vehicle.

Communication Skills: Must maintain a respectful and professional relationship with artists and their representatives.

Tool, Machine, Equipment Operation: Regular use of City vehicle, radio and telephone.

Analytical Ability: Follow written and verbal instructions. Establish and maintain effective working relationships with employees and customers.

VI. Working Conditions:

Physical Demands: Frequent bending, kneeling and stooping; occasional lifting of up to 30 lbs. Employee may drive a vehicle and/or perform errands for up to 12 hours a day.

Work Environment: Regular exposure to disagreeable elements such as heat, cold, dampness, and loud noise. A typical show day is 10 – 12 hours long. The job requires evening, holiday, and weekend work. Runner must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any

employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT./DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____